

Housing and Essential Needs Grant
Intake and Assessment Form
to determine Substantial Risk of losing housing

Directions: When evaluating a potential client for housing and/or utility assistance with HEN grant funds, complete this Form to further document *Substantial Risk*. Keep this Form in the client file.

1. Does the applicant client have documentation that they will lose their housing within 30 days if they do not receive assistance? (Keep this documentation in the client file.)

☐ a) Rental Agreement b) Lease c) Certification from friend/family of a payment obligation

☐ a) Pay/Vacate b) Eviction Notice c) Certification from friend/family of potential eviction

☐ a) Utility bill b) Utility Late-Payment c) Utility Shut-Off Notice

Discuss with the applicant client what housing options or support networks they have. For example, do they have friends or family who can support them with rent or utility payments; can they live with someone rent free? Do they belong to a faith community that can help them? Where will the household go if evicted or are otherwise without housing? Write a summary of the discussion to include what the client identified.

2. Have other housing options have been identified?

☐ Yes ☐ No

3. Does the applicant client lack the financial resources and support networks needed to remain in existing housing?

☐ Yes ☐ No

4. Would the applicant client become homeless without HEN assistance?

☐ Yes ☐ No

Intake/Assessment Staff Name, Signature and Date